

## Kathryn Salvaterra

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### EDUCATION

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#### Peirce College, Philadelphia, PA

Bachelor of Science, Paralegal Studies (ABA Approved)

June 2014

- Honors: President's Scholar; GPA: 3.65
- Awards: President's List, Dean's List, National Paralegal Honor Society
- Coursework: Legal Research: Bus Orgs.; Family Law; Criminal Law; Tort Law; Ethics & Prof. Resp.; Legal Writing (Basic and Advanced); Civil Lit.; Legal Technology; and Real Estate Law.

### EXPERIENCE

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#### Dunne Law Offices, P.C.

*Paralegal*

**Philadelphia, PA**

**2011 – Present**

- Investigate violations of federal consumer laws, research and analyze relevant laws
- Perform administrative tasks, schedule appointment calendars, maintain case files and document discovery databases.
- Prepare case exhibits, affidavits, and other evidence in advance of trial
- Manage trial calendar, judicial calendar, and master calendar
- Communicate with clients throughout the life cycle of their case

#### The Children's Hospital of Philadelphia

*Residency Coordinator - Division of Neurology*

**Philadelphia, PA**

**2009 – 2011**

- Collect data and report resident progress to the Accreditation Council for Graduate Medical Education
- Coordinate annual recruitment and orientation for medical residents and fellows
- Maintain and update the Division's website

#### The Children's Hospital of Philadelphia

*Pediatric Epilepsy Program Coordinator*

**Philadelphia, PA**

**2005 – 2009**

- Managed patient admissions and discharges on the Epilepsy Monitoring inpatient floor
- Scheduled and coordinated complex inpatient admissions and diagnostic testing
- Resolved insurance companies disputes in order to approve inpatient admissions
- Abstracted EEG test reports into the electronic medical record

### Computer Skills

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Westlaw, LexisNexis, Best Case, EPIC

### Extracurricular Activities

- President, Paralegal Student Association at Peirce College
- Member, Philadelphia Paralegal Association
- Volunteer paralegal, Wills for Heroes Foundation: Assisted attorneys in the preparation of wills, living wills, and powers of attorney.